

STATE EMERGENCY RESPONSE COMMISSION

State Emergency Response Commission Meeting Minutes March 8, 2006

Director James D. Werner – DNREC/AWM	Bill Hermstedt – Eastern Shore Natural Gas
Lt. Col. Mark Seifert – DSP	Steve Martin – DE State Fire School
Tricia Faust – DelDOT	Richard Antoff – DNREC
Dr. Jerry Llewellyn – DPH	Ellen Malenfant – DNREC
Glenn Gillespie – DEMA	Robert Pritchett – DNREC-EPCRA
Michael Kernan – DE State Fire Service	Tim Cooper – Sussex Co. EMS
Bill Betts – DE Fire Prevention Commission	Gary Paris – DE Storage Pipeline Co.
Rep. Bruce C. Ennis – DE Volunteer Fireman's	Bob Barrish – NCC LEPC
Michael Chionchio – State Fire Marshal Office	Bill McCracken – NCC LEPC
John R. Peirce – Water Transportation	James L. Cabbage – DVFA
Al Johnson, Jr. – Air Transportation	Arthur D. Paul – DEMA
Pam Meitner – Consumer of HazMat	Rhesa Townley – DEMA
James Lee – Consignees	Tony Murray – US DOT Hazmat Safe
Jim Kenney – NCC LEPC	Ronald Bounds – DSP-DIAC
J. Allen Metheny, Sr. – Kent County LEPC	Master Corp. James Woznicki – DSP-DIAC

The March 8, 2006 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 9:20 a.m. by the SERC Vice-Chair, Director James D. Werner, DNREC/AWM; following a brief presentation on information sharing and exchange by the Delaware State Police Intelligence Unit. The attendees introduced themselves and a quorum was available. The December 14th meeting minutes were approved, as written, following a motion made by Mr. John Peirce and seconded by Rep. Bruce Ennis.

STANDING COMMITTEE REPORTS

Finance and Budget Committee – Mr. Michael Kernan

Summary of SERC finances as of 3/6/06 (for accounts at DNREC):

SERC Fee Holding Account:

Carryover from 2005 calendar year	+ \$ 221,913
Fees received thus far in 2006	+ \$ 258,480 (a)
Interest received thus far during 2006 (one month)	+ \$ 668

Account balance as of 3/6/2006	\$ 481,061

Decon Trailer Replacement Account:

Carryover from 2005 calendar year	+ \$ 86,579
Interest received thus far during 2006 (1 month)	+ \$ 263

Balance as of 3/6/2006	\$ 86,842

Notes:

- a) Reports and fees from facilities covering calendar year 2005 were due (to be postmarked) by 3/1/06. Additional fees are currently being received and processed.

HMEP Grant Review – Mr. Arthur Paul

The FY 2006 Hazardous Materials Emergency Preparedness (HMEP) Grant budget projections are presented below. All amounts listed represent dollars.

HMEP PLANNING – FY 2006

Proposals:

1. The City of Wilmington LEPC requests funds for four members to attend the International Association of Fire Chiefs Hazardous Material Response Teams Conference in Hunt Valley MD, May 2006. Approximate Cost: \$3,000.00.
2. DEMA request funds for two people to attend the National Association of SARA Title III Program Officials Conference and HMEP Workshop, in Little Rock, AR, May 2006. Approximated Cost: \$2,400.00.
3. DNREC EPCRA Office requests Funds for one staff member to attend the National Association of SARA Title III Program Officials Conference and HMEP Workshop, in Little Rock, AR, May 2006. Approximate Cost: \$1,200.00.
4. DEMA requests funds to renew the subscription to Right to Know Planning Guide, from the Bureau of National Affairs. Approximate Cost: \$713.00

Pending Items:

	Planning	
Balance as of 02/22/06		34,882.74
Pending Items:		
SERC Quarterly meeting suplies		349.52
Purchase Fire Pal Interaactive Hazmat CD for Kids		2,500.00
	Total Pending Items	<u>2,849.52</u>
	<i>Projected Planning Balance</i>	<i>32,033.22</i>

HMEP TRAINING – FY 2006

Proposals:

1. DNREC requests funds for HazMat team members. Funds will be used to conduct two refresher classes (spring and fall) at \$600.00 each and for three members to attend initial training at \$900.00 each. Approximate Cost: \$3,900.00.
2. The LEPCs requests funds to the Fire School HazMat training for the Decon Teams, fire service and law enforcement. Approximate Cost: \$10,000.00.

3. DPH and DNREC requests funds to conduct a joint 8-hour refresher Hazardous Waste Operations and Emergency Response refresher training course. Approximate Cost: \$2,000.00.
4. DNREC requests funds for a HazMat team member to attend Radiation Detection, Surveillance and Measurement and Training Seminar in San Antonio at Berkely Nucleonic Corp., in San Antonio, TX, in March 2006. Approximate Cost: \$2,000.00.
5. DNREC requests funds for two HazMat team members to attend Tank Car Specialist 40-hr training (one advanced) at the Emergency Response Training Center in Pueblo, Com \$2,500.00 each. Approximate Cost: \$5,000.00.
6. DNREC requests funds for four team members to attend initial Hazardous Waste Site Operations Training at the Del Tech Stanton Campus March 2006, \$600.00 each. Approximate Cost: \$2,400.00.

Pending Items:

Training	
Balance as of 02/22/06	41,845.00
Pending Items:	
DelDot HazMat Training at Fire School	500.00
DNREC-Hazardous Waste Site Training Del Tech Four Students-March 2006	2,400.00
DNREC-Radiation Detect. Surveil.& Measure. trn, SanAntonio, TX, Mar 8-11, 2006	2,000.00
DNREC-HazMat trn 2 ref classes @ 600.00=1200., 3 initial students @ 900.=2700.00	3,900.00
Support Fire School HazMat training of Decon team, Fire Service, & Law Enforcement	10,000.00
NCC LEPC Hi Pressure Tank/Truck Emerg Resp Trn for NCCIHMA & DNREC	13,439.00
Total Pending Items	32,239.00
<i>Projected Training Balance</i>	<i>9,606.00</i>

HMEP – FY 2006

Approved Grants:

Planning	\$46,090
<u>Training</u>	<u>\$45,133</u>
Total	\$91,223

Request Planning and Training Project Proposals for FY2006.

HMEP Key Dates:

Obligation and Performance period: September 30, 2006
 Liquidation Date: December 31, 2006

Information and Technology (IT) Committee – Mr. Bob Pritchett

The main focus of the IT Committee recently has continued to be implementation of the Tier II Manager System. Tier II Manager is the Web-based reporting system to be used in place of CAMEO for maintaining and distributing Hazardous Chemical Inventory data reported by facilities.

- Status of reporting by industry:
 - While we are still tabulating the total number of Tier II submissions for 2005 (they were to be postmarked by March 1, 2006), we typically have just over 1400 facilities report on chemicals annually. As of March 6, we've had 890 reports on-line this year using the Tier II Manager system (roughly 64%)! This represents a significant portion of the annual data that is immediately available to emergency planners and responders without waiting for manual input on our end.
 - Out of approximately \$258,000 received in fees this year, approximately \$75,000 was paid on-line.
- Training for Planners/Responders:
 - We are organizing 4 half day "train-the-trainer" sessions. These will be provided by the contractor that developed the system (IDSI). Those who complete this course will then provide training to others as needed. The first two sessions are scheduled for April 13 for Kent/Sussex. We are still working out the arrangement for the New Castle County sessions.
 - We have also scheduled one full day session with IDSI for staff of the DNREC EPCRA group. In this session, IDSI will be providing detailed training on the administrative capabilities of the system.

Planning and Training Committee – Mr. Arthur Paul

The Committee met on March 1, 2006 in the Technical Assessment Center (TAC) of the State Emergency Operations Center. Committee Chairman Jamie Turner chaired the meeting which lasted an hour and 40 minutes. Items that were discussed include:

- Delaware River Exercise - Thomas Warwick, USCG, briefed the Committee on the Sector Delaware Bay, Preparedness for Response Exercise Program (PREP) 2006 Exercise, a handout on the exercise was distributed. The June exercise is Industry-led and is sponsored by: Tsakos, Sunoco, and Sector DE Bay Area Committee. Mr. Ward briefed the exercise scope, objectives, potential participants, and potential scenario. The exercise will be held June 6-8, 2006, and will likely involve a collision between a tank ship and a barge at Big Stone Anchorage (Delaware Bay) releasing crude oil and impacting the shoreline of DE and with a possible slick moving toward New Jersey. The Committee had several questions of the exercises impact on Delaware. Mr. Ward will check on the questions and get back to the Committee.
- Outreach Initiatives - Arthur Paul briefed that he had received an invoice for the copyright to the Fire Pal Interactive CDs (K-3) and would be purchasing it shortly, copies will be locally reproduced. He met with Kim Robinson of the Fire School RISK Watch program and she has agreed to assist with advertising the Shelter-in-Place Kids Video (150 purchased) and Fire Pal interactive CDs to elementary schools in the quarterly RISK Watch Newsletter. Art will provide letters on the video and CD and an order form for the school to order the materials, free of charge;

Charter schools will be included. Art distributed boxes of the Shelter-in-place ink pens and a couple of the videos to each LEPC. Art will follow-up on having the materials advertised on the SERC and DEMA websites.

- Local Emergency Planning Committee (LEPC) Performance Measures Sub-Committee - The sub-committee reviewed the federal requirements, evaluated the previously approved LEPC Performance Measures, and developed an LEPC Audit Survey which was distributed by email and reviewed by all the sub-members. Then the Sub-Committee held a telephone conference and discussed the survey; after minor changes, it was presented to the P & T Committee for a SERC recommendation. Following Committee discussion it was decided to change the survey name to "Performance Review" vs. LEPC Audit. The recommendation to the SERC will be to approve the Performance Review survey for annual completion by the LEPCs starting with calendar years 2004 and 2005, to be turned in with the Budget FY2007 budget.
- Hazardous Material Emergency Preparedness (HMEP) Grant Sub-Committee Report - Arthur briefed the Sub-Committee on the purpose, amounts, eligible activities, and upcoming 70% grant increase (\$155K vs. \$91K). There was a lengthy discussion on the use of training funds for NCCIHMA and DNREC specialized training classes, (\$13.5k approved for May 5-7, 2006 high pressure tank emergency response training, briefed at the Dec 2005 SERC meeting). The bottom line is that these are eligible training activities that are available and open to HazMat responders' statewide and the classes provide excellent hands on training opportunities. The following are ideas that were generated during the Sub-Committee telephone conference:
 - a) Purchase of bags and HazMat/LEPC material for distribution to 1-2k homes (LEPC outreach)
 - b) Purchase LEPC outreach material, magnets, flyers, pens, pencils, etc.--one generic LEPC flyer
 - c) Purchase ADASHI software for 911 centers, 4ea \$5,000 (*refer to Info. & Tech Committee*)
 - d) SERC Plan update to include Radiological Incident Response Annex, approx. \$6-\$8,000.
 - e) Funds for LEPCs to attend Regional Response Team III meetings, approximately \$4,000.

The above ideas could obligate approximately \$20,000 planning funds. The Planning and Training Committee approved the above recommendations.

- Following the Sub-Committee report, Chairman Turner suggested planning a weekend statewide HazMat conference (possibly an Annual Delaware HazMat Conference) that includes local and out of state/region speakers, addresses high-profile incidents, and includes interesting activities, and meals throughout the weekend. Several speaker names were recommended, including Buz Melton. This activity would be an excellent use of future HMEP funds increase. The idea will be pursued in the near future.
- Delaware Emergency Notification System (DENS) - Arthur briefed the results of the January quarterly DENS testing, approximately 9,000 numbers were tested statewide and extensive outreach and advertising were accomplished. The Committee was given a copy of the testing results and totals. Currently the System is just under 90% effective and improvements are continually being considered. The next quarterly testing will be after-hours at the end of April.
- Radiological Incident Response Plan/Annex Update - Arthur distributed the latest working copy of the Radiological Incident Response Annex; the Annex will be include in the State Emergency Response Team (SERT) Plan, as previously decided by the Planning and Training Committee. The Annex is being closely coordinated with the DNREC/Emergency Prevention and Response Branch, DPH/Office of Radiation Control, and DEMA. Arthur pointed out the additions to the plan resulting from the recent release of "Protective Action Guides (PAGs) for Radiological Dispersal

Devices (RDD) and Improvised Nuclear Device (IND) Incidents,” from the Department of Homeland Security. The PAGs were release in a Federal Register for comment. Chairman Turner suggested holding the Annex for the final rule and presenting it to the Commission at the June meeting.

- SERC Meeting Program - the SERC meeting program for the March meeting will be a DE State Police presentation by James Woznicki on Regional Information Service Sharing (RISS).

Decon Trailer Committee – Mr. J. Allen Metheny, Sr.

The DECON Trailer User’s Group met on February 22, 2006 at the Kent County Public Safety Building with two of the three teams represented. Highlights of the meeting follow:

- Since the last meeting, the teams have:
 - Responded to five emergency incidents
 - Conducted four training classes or drills
 - Completed one public appearance/community outreach events.
- A committee is developing a performance-based training program to train the volunteer fire fighters in the companies that have taken delivery of the ten FDU’s (field DECON units). Hopefully, this will be delivered soon to the volunteers.
- Supplied air systems for each of the units is now complete which will allow work to be done in confined spaces while being supplied with breathing air.
- A lot of test sensors are beginning to expire. Through WMD funds, these will be replaced as needed.
- Credentialing of the team members remains an issue because the State has not adopted a plan that meets the federal requirements. DECON will have to re-allocate funds to another purpose to avoid loosing them.
- Our next meeting is scheduled for May 31, 2006 at 1:30 p.m.

LOCAL EMERGENCY PLANNING COMMITTEE REPORTS

New Castle County – Mr. Bill McCracken

- Meeting Notes – There has been one NCCLEPC meeting held since the last SERC meeting. That meeting was held at the Elsmere Fire Company on January 9, 2006.
 - The 2005 NCCIHMR training cycle concluded with a total of 19 hrs training for members. The program contained:
 - Fundamentals of Chemical Identification and Monitoring
 - Advanced chemical Identification and Monitoring
 - Intermodal container training
 - Specialist level Ammonia training and live release scenarios
 - NIMS training
 - The 2006 NCCIHMR training cycle will contain approximately 22 training hours and will include:

- Homeland Security Course :Response to Suicide Bombing Incidents
- Intermediate concepts of Toxic Air Monitoring, Detection and Identification
- Tank Trailer Emergency Response Workshop. As requested by DNREC ERB one day will be devoted to High Pressure Trailers. Day two will be devoted to all other types of cargo tanks.
- Chlorine Specialist level training and field exercises
- British Petroleum LNG Facility: The Coast Guard has issued its report and found that LNG ships can safely transit the channel and unload at the proposed New Jersey location. The US Supreme Court has decided to take the case involving the jurisdictional dispute between Delaware and New Jersey. A Master has been appointed to develop the facts of the case. A long delay is anticipated.
- LEPC staff has developed a Shelter In Place Training Module which was demonstrated at the meeting. This module was presented to a CERT on Feb.25, 2006.
- LEPC staff attended the NCC Fire Chief's Association meeting at the new Minquas facility on Jan 9, 2006. Distributed a printout by fire district of all facilities that handle an EHS. The report also contained addresses, contacts, phone numbers and ADC map coordinates. This has been well received. It is hoped that the Tier II system will be able to duplicate this service.
- Facility Visits – During this period of time we have completed five on site visits and one follow up. Additionally attended a meeting with the Accidental Release Prevention Office of DNREC concerning an existing company's plans to off load Chlorine and Caustic at the OXY CHEM facility. OXY is shutting down their Chlorine production at the Delaware City Plant.
- HazMat Plan Status – The yearly review has commenced but cannot be completed until NCC completes revision to their Emergency Operations plan to insure there are no contradictions.
- HazMat Incidents – There have been no major incidents which require the activation of the NCCIHMR.

City of Wilmington – Mr. Arthur Paul

- Meeting Notes -- The last meeting of the Wilmington LEPC was held on January 13, 2006, at the Public Safety Building. The next meeting will be held on March 10, 2006 at 10:00am in the second floor conference room. The following is a summary of the minutes from the January 13, 2006 meeting:
 - The LEPC Budget is $\frac{3}{4}$ spent. There is still money available. 2006 request is done.
 - The anti terrorism committee continues its work.
 - Training and outreach continues.
 - The LEPC is still willing to do a presentation on our organization and what we do to whom ever wishes to have one.
 - We are in the process to begin updating and revision of our operations plan.
 - We have re-done our Emergency Preparedness handbook with several updates and mailed the book to every residence in the city. Apartment complexes and condos were hand delivered. We are still working on having other CERT classes. We will be working with the Wilmington Housing Authority for several of their locations. Our staff is also very involved in teaching with the state team. Still notifying the citizens on our city Channel 22 about Public Safety releases about winter weather conditions and local shelters.

- Facility Visits – DelEASI will start conducting inspections again in the fall.
- HazMat Plan Status –The plan is being reviewed by LEPC members for updates.

Exercise Status – The WMD EOC functional exercise will be in February. A full scale drill will be held in June. We are also looking into a four day Hazmat training along with the Wilmington Fire Department.

- HazMat Incidents – There have been no hazardous responses since the last report. Wilmington is re addressing a mercury problem at the water treatment plant with HMHTTC and DNREC.

Kent County – Mr. J. Allen Metheny, Sr.

- Meeting Notes – Regular meeting held on January 10, 2006 with 24 members present at the meeting.
 - Provided updates to the members on the following topics: DECON III operations; Tier II reporting and fee collections; Budget issues; Delaware Emergency Notification System; The Tier II Manager System; and updates to the Kent EOC
 - The LEPC planning committee is going to hold a site security workshop on April 27, 2006 from 9 a.m. until 3 p.m. at the Dover Sheraton. The day will include speakers, displays, networking, and lunch. Registration will be a nominal fee.
 - Conducted a program on “Decontamination of Children”.
- Facility visits – None. The LEPC has begun the process for the inspection of our extremely hazardous facilities. Bob Barrish will be assisting us with this program for the next year.
- HazMat Plan status – No Change
- Exercise status – Kent County participated in a tabletop exercise which will be followed by a functional and full scale exercise. These are being planned as a WMD event in or around the Delaware State Fair. This series will be part of Kent County’s fulfillment to conduct WMD exercises during the next 3 years. DEMA has contracted with a consultant to assist in the planning of these events. The tabletop was held on October 12, 2005 at the State Fair with about 75 participants and another 25-30 observers, evaluators, and facilitators. We are still waiting for the after action report from the consultant for the tabletop. We are meeting March 17th to begin the planning for the functional exercise.
- HazMat Incidents – One chlorine incident at DAFB housing – A minor leak in a temporary relocation of chlorinator – Good crew turnout and everything went well.

The next LEPC meeting will be March 14, 2006 at 10 a.m.

Sussex County – No report

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
REPORT** - Director James D. Werner, DNREC/AWM

- Unexploded Ordinance (UXO)—DNREC is responding to UXO that is dredged up during clamming operations off the New Jersey and Delaware coasts. The UXO is transported in the dredged clams to the processing plant in Milford, DE. DNREC is working with the DNREC Environmental Protection Officers (EPOs), the Delaware State Police, the Army Corps of Engineers and the state of New Jersey to develop mechanisms to screen and remove the UXO at the point the clam dredge comes ashore in New Jersey rather than at the end point at the processing plant. DSP and DNREC EPO's escorted trucks carrying clams to the Milford processing plant through Delaware during February and March. Department of Defense data suggest large quantities of conventional and biological weapons were disposed off the mid-Atlantic coast from the 1940's up to the early 1970's.
- 2004 Toxics Release Inventory (TRI) report will be published later in March. Data shows that overall 2004 releases were down by 3.5% compared to 2003, however, on-site releases went up by 8% between 2003 and 2004 largely due to increases in energy production.
- DNREC Emergency Response statistics were presented for calendar year 2005. Based on requests from SERC members, DNREC will continue to work on providing more specific data including a breakout of the number and description of very serious or big responses.

OLD BUSINESS – None

NEW BUSINESS

1. Mr. Bob Barrish presented to the membership a new survey form developed to measure performance of the LEPC's. This survey was recommended by the Planning & Training Committee. Ms. Pam Meitner made a motion to adopt the recommendations of the P & T Committee and it was seconded by Michael Kernan. Discussions that followed: Rep. Bruce Ennis commented that the survey provided accountability for the LEPC's to the SERC, Citizen Bob Barrish (as he changed hats) questioned how do the citizens access this information and how does this impact the Community Right to Know Act. The motion carried by a unanimous vote.
2. Rep. Bruce Ennis read an article from the News Journal that referenced the Community Involvement Advisory Council (CIAC) and was concerned that the SERC was not aware of other groups and they aren't aware of us and it could lead to duplication of efforts and the public being misinformed. We need to have interaction between these different advisory groups that are giving information to the public. Ms Pam Meitner is a member of the CIAC and will inform the Commission of relevant issues. Additionally, there was a question about DNREC having an Ombudsman for HazMat. Ms. Ellen Malenfant stated the Ombudsman's was for community relations and small businesses.
3. Tony Murray from US DOT invited the SERC membership to a Multimodal Hazardous Material Training Seminar involving the Federal Aviation Administration (FAA) and the U.S. Coast Guard on May 16th and 17th in Newark, NJ at the Doubletree Hotel.

PRESENTATION

James Woznicki and Ronald Bounds from the DSP Intelligence Unit shared a PowerPoint presentation on Delaware's pilot outreach program; Regional Information Service Sharing (RISS) and Automated Trusted Information Exchange (ATIX).

CLOSING COMMENTS

The SERC meeting adjourned at approximately 11:15 p.m. The next SERC meeting will be June 14, 2006, at 9:00 a.m. in the Public Safety Building, 303 Transportation Circle Dover Delaware, (second floor of the Department of Motor Vehicles-DMV). This will be the location of future meetings.